

CHILD CARE PROVIDER BILLING GUIDE

**for
Relative Providers, In-Home Providers and
Informal Care Providers**

**South Dakota Department of Social Services
Division of Child Care Services**

700 Governors Dr

Pierre, SD 57501

Phone: 1-800-227-3020

Email: CCS@state.sd.us

Website: www.dss.sd.gov/childcare

CHILD CARE PROVIDER BILLING GUIDE

for

**Relative Providers, In-Home Providers and
Informal Care Providers**

South Dakota Department of Social Services
Division of Child Care Services
700 Governors Dr
Pierre, SD 57501
Phone: 1-800-227-3020
Email: CCS@state.sd.us
Website: www.dss.sd.gov/childcare

April 2011

Table of Contents

Introduction	page 6
Frequently Asked Questions About Family Eligibility	page 7
Provider Requirements and Responsibilities.....	page 8
Education and Training Opportunities	page 9
Certificate of Eligibility.....	page 10
Sample Copy of Certificate of Eligibility	page 11
Frequently Asked Questions About Reimbursement Rates	page 12
Frequently Asked Questions About Requesting Payment	page 13
Child Care Services Office Closure Dates	page 15
Completing the Manual Request for Payment Form	page 16
Sample Request for Payment Form.....	page 18
Monthly Pre-Print Billing Option.....	page 19
Online Billing Option.....	page 20
Frequently Asked Questions About Direct Deposit	page 21
Frequently Asked Questions About the U.S. Bank ReliaCard	page 22
Tax Information.....	page 23
Sample W-9 Form	page 23
Fraud and Legal Issues.....	page 24
Parent's Rights and Responsibilities	page 25

Introduction

Federal Child Care and Development Block Grant funds help low-income families pay for child care while they work, attend school or both. Each parent must be working and/or attending school a minimum of 80 hours per month. Child Care Assistance is available to families whose income falls below 175% of the Federal Poverty Level (FPL).

Providers who care for children whose families qualify for Child Care Assistance will receive some or all of their payments directly from the Division of Child Care Services. Some families may be required to pay for a portion (co-payment) of their daycare costs.

Child Care Services cannot issue payments to child care providers for families that have not been determined eligible for the program. The family is ultimately responsible for payment until they receive a certificate notifying them of their eligibility.

The Division of Child Care Services also provides oversight, technical assistance and support in promoting safe, healthy and caring environments for children through licensing, registration and quality improvement activities. The availability of quality child care is not only important for maintaining a strong workforce; it is vital for the healthy growth and development of children.

The Division of Child Care Services provides:

- Child care assistance for families who need help in paying their child care costs
- Licensing and registration of child care programs
- Child Care facility development in response to local community needs
- Regional Early Childhood Enrichment training delivery system for child care providers
- Specialized training and technical assistance for Out-of-School-Time programs
- Pathways to Professional Development Program
- SD Infant-Toddler Training Initiative
- Reach Out & Read (ROR) early childhood literacy program
- Project 8, Child Safety Seat Program

To learn more about any of the programs mentioned above, contact the Division of Child Care Services at 1-800-227-3020.

Frequently Asked Questions About Family Eligibility

Q. Does Child Care Services have a website that I can use to find out more about the Direct Assistance program?

A. Yes, you can find the CCS website at www.dss.sd.gov/childcare.

Q. How does a family apply for child care assistance?

A. Families can pick up an application at any Social Service or One Stop Career Center; request one by phone by calling 1-800-227-3020, email CCS at CCS@state.sd.us; download an application from the CCS website; or the family can apply on-line.

Q. How will I know if a family has been found eligible for Child Care Assistance?

A. You will be sent a certificate when the family has been approved for assistance. You will need the certificate to bill for the hours the children are in your care.

Q. What if the family owes me money for things that CCS doesn't cover, like transportation or meal fees?

A. CCS only has the legal authority to sanction families who refuse to pay their calculated co-payment amount. CCS recommends that in these situations, you should pursue the matter in Small Claims Court.

Q. What paperwork needs to be completed to become an authorized unregulated provider so I can receive payment?

A. Within **10 days** of the date of the letter included with this manual, you will need to complete and return the following forms:

- **Authorization Form**
- **Home Health and Safety Checklist**
- **W-9 Request for Taxpayer Id Number Form**
- **Payment Authorization Form**

Within **30 days** of the date of this letter included with this manual, you will need to complete and return the following forms:

- **Immunization Verification**
- **Central Registry Screening Form (to be completed for In-Home and Informal providers only)**
This form must be completed, signed, and notarized. You will receive a copy of the screening results in the mail when completed by the Department of Social Services.

Provider Requirements and Responsibilities

By receiving this packet, you have been identified as an unregulated child care provider who cares for a family friend or relative.

Unregulated providers must fall within one of the following categories:

- **Relative Provider:** Must be an aunt/uncle, grandparent, great grandparent, or non-resident sibling to the child for whom care is being provided and be at least 18 years of age.
- **In-Home Provider:** Must provide care in the child's home and only for the child(ren) of one family, must be 18 years of age or older, and maintain a separate residence from the applicant.
- **Informal Care:** A friend of the family, who is at least 18 years of age, maintains a separate residence from the applicant, and provides care only for the applicant's child(ren).

Child care providers receiving reimbursement from the Department of Social Services must be licensed, registered, or authorized as an unregulated provider by the Division of Child Care Services.

The child care provider is responsible for collecting the family's portion of the child care costs. Some eligible families will be required to pay a portion (co-payment) of their child care costs. A family's failure to pay their co-payment may result in the loss of child care assistance.

If you are unable to collect the family's co-payment, please contact Child Care Services in writing at 700 Governors Drive, Pierre, SD 57501. You will need to document hours of care provided for the period of non-payment, any payments made during that period, and the amount owed.

If you wish to become registered or licensed and possibly receive a **higher rate of reimbursement**, please contact one of the following licensing workers assigned to your county of residence and they will be happy to answer any of your questions regarding the registration process.

District 1 (Fall River, Pennington, Shannon, Custer, Lawrence, Meade, Butte, Perkins, Harding)

510 N Campbell, PO Box 2440, Rapid City, SD 57709-2440 (605) 394-2525 or 1-800-644-2914

District 2 (Corson, Campbell, Walworth, Dewey, Ziebach, Potter, Faulk, Sully, Hyde, Hand, Hughes, Stanley, Jackson, Jones, Bennett, Mellette, Todd, Brule, Buffalo, Haakon, Tripp, Lyman)

912 E Sioux, Pierre, SD 57501 (605) 773-3612 or 1-800-226-1033

District 3 (McPherson, Edmunds, Brown, Spink, Marshall, Day, Clark, Roberts)

3401 10th Ave SE, Aberdeen, SD 57401-8000 (605) 626-3160 or 1-866-239-8855

District 4 (Brookings, Codington, Kingsbury, Hamlin, Grant, Deuel)

1310 S Main Ave, Suite 101, Brookings, SD 57006 (605) 688-4330 or 1-866-267-5228

District 5 (Miner, Lake, Moody, McCook, Minnehaha, Lincoln)

811 East 10th Street Dept 6, Sioux Falls, SD 57103-1650 (605) 367-5444 or 1-866-801-5421

District 6 (Beadle, Jerauld, Sanborn, Aurora, Davison, Hanson, Douglas, Charles Mix, Gregory)

116 E 11th Avenue, Mitchell, SD 57301 (605) 995-8000 or 1-800-231-8346

District 7 (Hutchinson, Turner, Bon Homme, Yankton, Clay, Union)

3113 N Spruce St, Suite 200 Yankton, SD 57078 (605) 668-3030 or 1-800-455-5241

Education and Training Opportunities

The Division of Child Care Services is dedicated to enhancing the accessibility, availability and quality of child care in South Dakota. All child care providers are encouraged to learn more about the following topics:

- First Aid and CPR;
- Health and Safety;
- Planning of learning development;
- Child growth and development;
- Guidance and discipline techniques;
- Detecting and reporting child abuse and neglect;
- Food handling techniques;
- The prevention of communicable diseases;
- Meal planning and nutritional education; and
- Emergency procedures in the event of fire or natural disasters.

Training materials and audio visual materials may be available at your local library or at the following agencies:

County Extension Agent	Department of Health Representatives
Church and Community Groups	Head Start
Parent/Teacher Organizations	College Courses

Early Childhood Enrichment Programs are available in 5 regions statewide and offer training opportunities throughout each region. Consultants are available at each site to assist with your training needs. See map below for the nearest program:

Region 1

Early Childhood Connections
Rapid City Area 342-6464 or 1-888-999-7759

Region 2

Early Childhood Training Network
Pierre 773-4755 or 1-866-206-8206

Region 3

Sanford Children's CHILD Services
Aberdeen 262-8505 or 1-800-982-6404

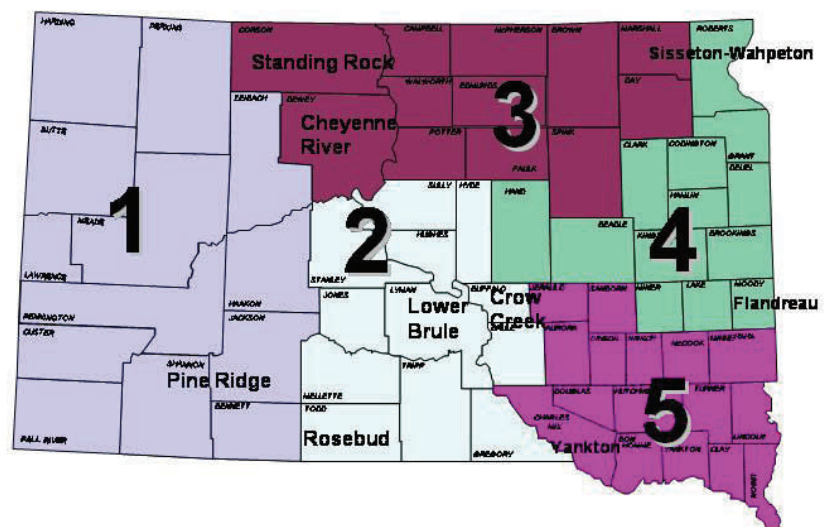
Region 4

Family Resource Network
Brookings 688-5730 or 1-800-354-8238

Region 5

Sanford Children's CHILD Services
Sioux Falls 333-0698 (press 4) or 1-800-235-5923 (press 4)

Regional Early Childhood Enrichment Offices



Certificate of Eligibility

When a family is approved to receive Child Care Assistance, they will be sent a copy of the Certificate of Eligibility. You, the provider, will also be sent a copy of the Certificate of Eligibility.

The Certificate of Eligibility has all the information you will need to bill Child Care Services for the hours you care for the child(ren).

(A)- The certificate number

The certificate number is very important for billing purposes. It tells the payroll system what family, provider, and time period you are billing for. It is very important that you always make sure you write the correct certificate number on your Request for Payment form.

(B) - The provider number

This is your provider number. You will need to use this number any time you contact child care services. It is also the number you use when you complete your Request for Payment form. This is the number that allows the CCS payroll system to print a check for you.

(C) - Eligibility Dates

These are the dates a certificate is valid for. You can only bill for hours that fall between the start and end date of this certificate. When it expires, you will receive a new certificate with new dates, if the family is still eligible and has reapplied.

(D) - Child Identification Numbers

These numbers identify the children receiving assistance. They will always remain the same; even if a child goes on and off assistance.

(E) - Maximum Monthly Hours

The maximum monthly hours are the hours that CCS will allow you to bill for each month. If you plan to request payment twice a month, the hours will be prorated according to how many days are in that half of the month.

(F) - Hourly Rate

The hourly rate is the amount that will be paid per hour for the children listed on this certificate.

(G) - Family Co-Payment Amount

This is the amount the family will be responsible for paying each month. When you bill CCS, this amount will automatically be subtracted from your check.

Child Care Certificate Example

EXAMPLE OF CHILD CARE CERTIFICATE

South Dakota Department of Social Services
Child Care Services

CHILD CARE CERTIFICATE (CCC)

B

Date
07/01/02

Provider Number
444444444

Jane Doe
123 Main St
Anywhere, SD 50000-0000

A

C

For billing purposes the certificate number for this family is 888888888 effective
7/1/02 to 12/31/02.

This assistance is being provided for the following children:

Child ID Number	Name of Child	Max Monthly Hours	Hourly Rate
-----------------	---------------	-------------------	-------------

123456789	Jamie Doe	200	1.65
234567890	Johnny Doe	200	1.75

D

E

F

The family is required to make a co-payment of \$50 twice a month (or \$ 100 once a month) for a total of \$100 a month. Child Care Services will pay up to \$ 580 a month for actual hours of care provided to this family.

G

**THE FAMILY IS RESPONSIBLE FOR ANY CHILD CARE CHARGES
ABOVE THIS AMOUNT.**

Frequently Asked Questions About Reimbursement Rates

Q. How does CCS determine reimbursement rates?

A. Every two years, CCS conducts a market rate survey to find out what South Dakota providers are charging for their services. The questionnaire is sent to every registered and licensed child care provider. Unregulated provider rates are established at 75% of the statewide average determined by the market rate survey for regulated child care providers.

Q. I provide care for a child with special needs. It takes a great deal of time and effort to care for this child. Does CCS allow a higher rate for children that need special care?

A. Yes, CCS does offer a higher rate for children with documented special needs. The family must provide documentation of the child's condition before the higher rate can apply. CCS will make the final determination if the higher rate can be allowed. The child care provider must also provide documentation regarding any special accommodations they are making for the child.

Q. I pick-up and drop-off children at school. Can I bill CCS for the time I am transporting the children?

A. Yes, CCS considers that the child is in your care when you are transporting and you may bill for that time.

Q. What is a Registered Provider?

A. A registered provider is licensed or registered with the state. They include family child care, group family child care, child care centers and out-of-school time programs.

Q. What is an Unregulated Provider?

A. An unregulated provider must be 18 years of age and is one of the following:

Relative Provider: must be an aunt/uncle, grandparent or great-grandparent and can reside in the child's home. A sibling of the child may also provide care but must maintain a separate residence.

In-Home Provider: provides care in the family's home and cares only for the children of that family.

Informal Care Provider: a family friend or neighbor who provides care only for the children of one family including the provider's own children.

See insert for Provider Reimbursement Rates.

Frequently Asked Questions About Requesting Payment

Q. How do I receive payment for the children I provide care for who receive Child Care Assistance?

A. To receive payment from Child Care Services, you must fill out a Request for Payment form and submit it to the CCS office or you can bill CCS online once you have been set up for online billing. To get set up for the online billing you will need to contact CCS.

Q. How often can I send in my Request for Payment forms or send in online billing claims?

A. CCS allows you two options for requesting payment. You may bill once a month, or you may bill for the 1st through the 15th and again for the 16th through the end of the month.

Q. Can I fax my Request for Payment form?

A. No. State regulations require CCS to have the original signature on any Request for Payment.

Q. How long does CCS have to make payment after I send in my Request for Payment form?

A. CCS has 15 working days from the time the Request for Payment form is received. However, CCS usually makes payment much sooner than that.

Q. How often does CCS process payments?

A. The CCS payroll runs every Monday night.

Q. What are my options for receiving my payment?

A. As of May 2011, all child care providers receive their Child Care Assistance payments electronically. Providers may choose Direct Deposit or an Electronic Payment Card (the U.S. Bank ReliaCard).

Q. What happens when Monday is a holiday? Does the payroll still run?

A. Yes. The payroll will still run on Monday night for the Request for Payment forms already entered into the system. If you bill online, you will have until 6:00 pm Central Standard Time to bill and have those claims run with that Monday nights payroll.

Q. Can I send in my Request for Payment form early if the payroll falls on a holiday, or the 15th or end of the month?

A. No. Providers can not bill in advance for anticipated hours of care.

Q. I had a family that quit on the 10th of the month. Can I send the Request for Payment form in early?

A. Yes. You will need to include a note on the request for payment stating why you are billing early. The online billing will not allow you to bill early. Early payment is not guaranteed.

Requesting Payment Continued

Q. I sent my Request for Payment form but it was delayed by the Post Office. Can CCS run a special payroll in these situations?

A. Sometimes the mail does get delayed. But the only night CCS can run payroll is Monday night. Other state agencies have use of the payroll system on other nights of the week. So it isn't possible to run a special or emergency payroll.

Q. What can I do to make sure that my Request for Payment is processed quickly?

A. Fill out the form completely and write in the correct child identification and certificate numbers. Forms that are not complete, or that have incorrect information will either be sent back to you for corrections, or set aside until CCS staff have time to make corrections for you. CCS will not be able to print a check for you until the corrections have been made.

Q. I have a family that is approved for 200 hours per month. From the 1st to the 15th, I had the child for 110 hours. Can I bill for 110 hours for that time period?

A. Hours are prorated to accommodate the number of days in that billing period. In a 30 day month you can only bill for 50% of the max monthly hours, 31 day month you can bill for 48.3% of the max monthly hours, and a 28 day month you can bill for 54% of the max monthly hours.

Q. The certificate I have for a family shows that they have a co-payment. What happens when I send in the Request for Payment form?

A. When you bill for the hours you provided care for the child, the co-payment amount will be subtracted from your CCS payment. The family is responsible for paying the co-payment directly to you.

Q. Is there an easier way to bill?

A. If you don't mind billing once a month, you can request that you receive the monthly pre-printed billing form. This form will be sent directly to you at the end of the month. It will already be printed with certificate numbers, children's names and ID numbers, and your provider name and number. All you need to do is fill in the monthly hours for each child.

Q. I received a letter stating that the family's certificate has been closed and that they may or may not be getting a new certificate. How do I bill? Who's responsible for paying me?

A. Until you receive a certificate for the family, it is best to assume that they are responsible for paying you. CCS will not be able to pay you from an expired or closed certificate. You need to visit with the family to see if they have reapplied or are still eligible for assistance.

Child Care Services Office Closure Dates

Child Care Services will be closed on the following holidays:

- | | |
|------------------------------|-----------------------------|
| • New Year's Day | January 1 |
| • Martin Luther King Jr. Day | Third Monday in January |
| • President's Day | Third Monday in February |
| • Memorial Day | Last Monday in May |
| • Independence Day | July 4 |
| • Labor Day | First Monday in September |
| • Native American Day | Second Monday in October |
| • Veteran's Day | November 11 |
| • Thanksgiving Day | Fourth Thursday in November |
| • Christmas Day | December 25 |

**** When a holiday falls on a Sunday, Child Care Services will be closed on the following Monday. When a holiday falls on a Saturday, Child Care Services will be closed the preceding Friday.

**** Additional days may be proclaimed as a legal holiday by the Governor of South Dakota or the President of the United States. In the event of such an occurrence, Child Care Services will be closed.

Completing the Manual Request for Payment Form

The Child Care Services Request for Payment Form is the paperwork you send in to receive reimbursement for the hours you provide care for a child on assistance. The instructions below will take you step by step through the information that is required. The number of each section matches a number on the example on the page 18.

1. Provider Name

This is the name that is on your child care license or registration; either your name, or the name of your child care center. (example: Mary Smith, or Kidz Daycare).

2. Provider Number

This is your state issued nine-digit provider number. It can be found on the childcare certificate.

3. Provider Address

Your complete mailing address or the address of your child care facility. (**Note:** if you have moved, make sure to inform CCS that this is a new address.)

4. Billing Period.

You have the option of billing either once or twice a month. Check the box of the appropriate billing period. Are you billing for the first half of the month? Then check the first box. The second box is for billing for the second half of the month, and the last box is to bill for the entire month. (**Note:** Do NOT mix the billing periods on one billing form. If you are billing for different time periods, use separate forms.)

5. Month and Year

Fill in the month and year of the period you are billing for, not the current month and year. (**Example:** It is now August 10th, but you are billing for the last part of July, the month you would use would be July.)

6. Child Name

List the full name of the child you are billing for. If there is more than one child on a certificate, list them on separate lines, but do not skip a line between the names. If you are billing from more than one certificate, make sure to skip a line between certificates.

7. Child Care Certificate (CCC) Number

This number is found in a space in the middle of the certificate. Make sure that the certificate you are using is valid for the time period you are billing for (**Example:** If the certificate is issued for July 1, 2002 to December 31, 2002, you may not use this certificate number to bill for child care hours in June.)

8. Child Identification Number

This number is also found on the certificate. It is listed right before the child's name. The child id number will never change, no matter how long a child is on assistance.

9. Total Hours Child Care Received

List the total number of hours you have provided care to each child for the time period you are billing for.

10. Provider Signature

Sign your name

11. Date

Write in the date that you complete the form.

Make sure and complete all areas of the form. If the form is incomplete or incorrect numbers are used, it could delay your payment. In order to make sure your payment is received in a timely manner, please take the time to check everything over before you send it in. If you have any questions, please call our toll-free number: 1-800-227-3020.

Mail your completed Request for Payment Form to:

**Child Care Services
700 Governors Drive
Pierre, SD 57501**

Sample Request for Payment Form

CHILD CARE SERVICES REQUEST FOR PAYMENT FORM

DEPARTMENT OF SOCIAL SERVICES

CLEARLY PRINT ALL INFORMATION INCLUDING COMPLETE ADDRESS

PROVIDER NAME: <i>Jane Doe</i> ①	PROVIDER NUMBER: 444444444 ②
PROVIDER ADDRESS: <i>123 Main St, Anywhere, SD 50000</i> ③	

BILLING INFORMATION

Request for Payment forms can only be submitted for the following time periods: the 1st through the 15th of the month, the 16th through the end of the month, or the 1st through the end of the month. Please check ONE box only.

THIS BILL IF FOR (check one) ☐ 1st DAY OF THE MONTH THROUGH THE 15TH
④ ☐ 16TH DAY OF THE MONTH THROUGH THE END OF THE MONTH
☐ 1ST DAY OF THE MONTH THROUGH THE END OF THE MONTH

All billing information can be found on the child care certificate you receive in the mail. If there are multiple children per certificate, please group them together on the Request for Payment Form.

IMPORTANT: Please leave a space between each grouping of claims (multiple families or certificates). To prevent delay, complete each box by following the example provided.

NOTE: Child Care Services will calculate the correct payment based on the number of hours you record for each child. You will receive a statement with your check showing the calculations.

Please follow the examples shown below (Do Not Complete Shaded Areas)

OFFICE USE ONLY CLAIM #	MONTH & YEAR	CHILD NAME	CHILD CARE CERTIFICATE (CCC) NUMBER	CHILD ID NUMBER	TOTAL HOURS CHILD CARE RECEIVED
EXAMPLE	July 02	Jamie Doe	888888888	123456789	
	July 02	Johnny Doe	888888888	234567890	
	⑤	⑥	⑦	⑧	⑨

I declare and affirm under penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulations there under relating to non-discrimination in Federally assisted programs.

Provider Signature ⑩ _____ Date ⑪ _____

Monthly Pre-Print Billing Option

For those providers who wish to bill only once a month, there is a time-saving option for requesting payment. It is called the "Monthly Pre-Print Billing Form". This is a computer generated billing form that is sent to you on the second working day of each month. The benefit of this billing method is that it comes to you with all the numbers already on the form. All you have to fill in is the number of hours you have provided care for each child during that billing period and send it to CCS. Many providers have found that this method cuts down on paperwork, saves time, and helps prevent errors that can delay payment.

Here is an example of a monthly pre-print billing form:

Monthly Pre-Printed Billing Form								
CHILD CARE SERVICES PROVIDER INVOICE OF SERVICES								
PROVIDER INFORMATION				CONTROL NUMBER		DATE		
BEST DAY CARE 222 FIRST STREET ANYWHERE, SD 50000-0000						08/01/02		
PROVIDER NUMBER 444444444		SERVICE DATES FROM: 7/1/02 TO: 7/31/02		SERVICE CODE 00702				
				CHILD CARE HOURS				
CLIENT NAME	CERT NO.	CHILD ID	ELIG.DATES	MAX.	HOURS CARE PROVIDED	RATE	CO- PAYMENT	AMOUNT
1. Doe, Jamie	888888888	123456789	07/01-07/31	200		1.65	\$100.00	
<i>(The above information will be pre-printed on the billing form for you. You will only need to fill in the Hours you provided care for the children, sign, and date the form. Notice that you will not have to keep track of certificate numbers, child identification numbers, eligibility dates, etc.)</i>								
					I declare and affirm under the penalties of perjury that this claim has been examined by me and to the best of my knowledge and belief is in all things true and correct. I further agree to comply with the provisions of the Civil Rights Act of 1964 and regulation issued there under relating to non-discrimination in Federally assisted programs.			
					Signature		Date	

If you are interested in becoming a monthly pre-print biller, send in the form that is included with this packet, call CCS at 1-800-227-3020, or email CCS@state.sd.us.

Online Billing Option

For those providers who wish to avoid the delay of mail, CCS does have an online billing option for request for payment. The online billing option is a computer generated billing form that you can log on and use to bill. The benefit of this form is that all of the information such as certificate number, child's name and id number, and hours allowed are there. All you have to do is type in the actual hours of care provided in the allotted space. This billing form is updated twice a month so that you can log on to bill on the 16th of the month for the 1st through the 15th and then on the 1st for the 16th through the end of the month. Many providers have found that this method has cut down on paperwork, saves time, and helps prevent errors that can delay payment.

Here is an example of how the online billing would look to you.

Please pay attention to the Fr Date and To Date for each line. Claims can be entered for each billing cycle the day after the billing cycle ends. Encoding errors may delay payment.

Last Name	First Name	Cert No	Child ID	Fr Date	To Date	Hrs Max	Act Hrs
<input type="text" value="Doe"/>	<input type="text" value="John"/>	<input type="text" value="999999999"/>	<input type="text" value="123456789"/>	<input type="text" value="04/01"/>	<input type="text" value="04/30"/>	<input type="text" value="192.00"/>	<input type="text"/>
<input type="text" value="Doe"/>	<input type="text" value="Jane"/>	<input type="text" value="999999999"/>	<input type="text" value="456789123"/>	<input type="text" value="04/01"/>	<input type="text" value="04/30"/>	<input type="text" value="192.00"/>	<input type="text"/>

Save Invoice

Frequently Asked Questions About Direct Deposit

Q. What is Direct Deposit?

A. Child Care Services offers a direct deposit payment method for child care providers. This means that your payment can be directly deposited into your checking or savings account. If your check is directly deposited, you will no longer need to:

- Worry about identity theft, or lost or stolen checks;
- Worry that bad weather will delay your payment;
- Make special arrangements to deposit or cash your check;
- Wait in line at the bank.

Q. When will my payment be deposited into my account?

A. Direct deposit funds are deposited into your bank account the second day after payroll runs (generally Wednesday morning). If there is a banking holiday on Tuesday or Wednesday, the payment is deposited into the account on Thursday.

Q. I have signed up for direct deposit with CCS. Have you had problems with getting money deposited into an account?

A. On very rare occasions there have been some minor bank computer glitches that have delayed payment by a day or two. The direct deposit was still made no later than you would have received a paper check if it had been mailed to you.

Q. What can I do to make sure the direct deposit was made to my account?

A. Always contact your bank to make sure the funds were deposited. You should be cautious about spending money you are not sure is in your bank account. CCS is not responsible for overdraft charges that result from a delayed direct deposit. In addition, CCS will mail you a summary (Remittance Advice) of the payment that was deposited.

Q. How do I sign up?

A. Fill out the Payment Authorization Form that is included with this packet. You will need to complete the form, attach your account verification (voided check/copy of check or a letter from your financial institution with your routing and account numbers), and mail to:

**Child Care Services
700 Governors Drive
Pierre, SD 57501**

Frequently Asked Questions about the U.S. Bank ReliaCard

Q. What is the U.S. Bank ReliaCard?

A. The ReliaCard is a Visa® Prepaid Debit Card. The card can be used anywhere Visa Debit Cards are accepted. No credit check or bank account is required.

Q. What are the benefits of the U.S. Bank ReliaCard?

A. The card works like other prepaid or debit cards. Use it wherever Visa is accepted including grocery stores, retail stores, restaurants, medical offices, etc.

- The card can even be used to pay bills and for online, phone, and mail orders.
- Get cash from any Visa/Plus branded ATM, or over the counter at any bank or credit union that accepts Visa. Many merchants, such as grocery stores, offer cash back with purchase at no additional charge.
- The ReliaCard is not a credit card, and you never have to pay interest charges.
- It can be replaced if lost or stolen, and it allows you to keep child care payments separate from your other financial accounts.
- You will receive free online monthly statements from U.S. Bank to easily track your account activity.
- U.S. Bank provides 24-hour customer service through their toll-free number.

Q. When will my payment be deposited into my account?

A. Payments will normally be made within two to three business days after Child Care Services applies payment. Your payment will be electronically deposited using the same safe and dependable method as direct deposit.

Q. How do I sign up?

A. Fill out the Payment Authorization Form that is included with this packet and mail to:

**Child Care Services
700 Governors Drive
Pierre, SD 57501**

As soon as we receive your Payment Authorization Form in our office, we will process your enrollment and U.S. Bank will issue you a ReliaCard. Your card will arrive through the mail within 5-7 business days of your enrollment. You must activate your card to receive payments.

Note: If you request a payment, and we have enrolled you to receive a ReliaCard, you may experience a delay in receiving your initial payment to ReliaCard if the card has not yet arrived to your address.

For more information, please visit: <http://dss.sd.gov/childcare/subsidyprogram>

Tax Information

Before Child Care Services can make a payment to you, Form W-9 Request for Taxpayer Identification Number and Certification must be completed by you and returned to CCS. Child care providers who receive \$600 or more in payment from CCS will be mailed a 1099 Miscellaneous Tax Form by January 31st of each year. The form summarizes all payments the provider received from Child Care Services in that year.

The W-9 form can be found in the packet of forms included with this booklet.

Sample W-9

Form W-9 (Rev. December 2000) Department of the Treasury Internal Revenue Service		Request for Taxpayer Identification Number and Certification		Give form to the requester. Do not send to the IRS.
Please print or type	Name (See Specific Instructions on page 2.)			
	Business name, if different from above. (See Specific Instructions on page 2.)			
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶			
	Address (number, street, and apt. or suite no.)		Requester's name and address (optional)	
	City, state, and ZIP code			
Part I Taxpayer Identification Number (TIN) Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 2. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 2. Note: If the account is in more than one name, see the chart on page 2 for guidelines on whose number to enter.				List account number(s) here (optional)
		Part II For U.S. Payees Exempt From Backup Withholding (See the instructions on page 2.)		
Part III Certification Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 2.)				
Sign Here	Signature of U.S. person ▶		Date ▶	
Purpose of Form A person who is required to file an information return with the IRS must get your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. Use Form W-9 only if you are a U.S. person (including a resident alien), to give your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If you are a foreign person, use the appropriate Form W-8. See Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Corporations. Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.				
What is backup withholding? Persons making certain payments to you must withhold and pay to the IRS 31% of such payments under certain conditions. This is called "backup withholding." Payments that may be subject to backup withholding include interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding. If you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return, payments you receive will not be subject to backup withholding. Payments you receive will be subject to backup withholding if: 1. You do not furnish your TIN to the requester, or 2. You do not certify your TIN when required (see the Part III instructions on page 2 for details), or 3. The IRS tells the requester that you furnished an incorrect TIN, or 4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or 5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only). Certain payees and payments are exempt from backup withholding. See the Part II instructions and the separate Instructions for the Requester of Form W-9. Penalties Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect. Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty. Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment. Misuse of TINs. If the requester discloses or uses TINs in violation of Federal law, the requester may be subject to civil and criminal penalties.				

Cat. No. 10231X

Form **W-9** (Rev. 12-2000)

Fraud and Legal Issues

You may only bill the department for ACTUAL HOURS of child care that you provide.

Obtaining money by fraud from public assistance or related programs is prohibited. It is unlawful for any person to knowingly make or execute a false statement, instrument, document, representation, or to use any other fraudulent device, and thereby obtain money, property, or other assistance to which he/she is not entitled from any program administered by the South Dakota Department of Social Services.

Perjury Statement: Each Request for Payment Form requires your signature. By signing the form, you are declaring and affirming under the penalties of perjury that the claim form has been examined by you and to the best of your knowledge and belief is in all things true and correct.

Child Care Services will seek criminal prosecution of any person who knowingly and willingly submits fraudulent claims against the department. Any person submitting a fraudulent claim will be subject to the following:

- Perjury committed against Child Care Services is a Class 5 felony;
- A person may be sentenced to up to five years imprisonment in the state penitentiary;
- In addition, a fine of up to five thousand dollars may be imposed.

Intentional Program Violation (IPV): Submission of fraudulent claims will also result in the following Intentional Program Violation penalties:

- 1st Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of one year.
- 2nd Offense IPV—Disqualification from receiving any monies or assistance from Child Care Services for a period of two years.
- 3rd Offense IPV—Permanent disqualification from receiving any monies or assistance from Child Care Services.

Welfare fraud is a crime!

If you suspect that someone is committing welfare fraud, please call the Welfare Fraud Tip Hotline at 1-800-765-7867. You will not be required to provide your name and all information will be kept completely confidential.

Parent's Rights and Responsibilities

- Parents have the right to select the child care provider of their choice.
- Parents have the right to see or talk to their child(ren), or pick up their child(ren) at any time.
- Parents are responsible for paying their share of the child care costs when due or making arrangements with the provider for payment.
- Parents are responsible for any child care costs that are over and above authorized eligibility amounts.
- Parents are required to report changes in writing to the Division of Child Care Services that may affect eligibility.

